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1201 MAIN STREET, SUITE 1000
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0900

SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Agency Head and Human Resources Directors of All Agencies, Departments, Institutions, Boards, and Commissions

FROM: Samuel L. Wilkins, Director
Office of Human Resources

DATE: March 9, 2005

SUBJECT: Updating of the State Classification Specifications

The Office of Human Resources is beginning the process of updating the classification specifications. The majority of these specifications have not been updated since the consolidation of the classification and compensation system in 1996.

The first step in this process is to allow Human Resources Directors input into the content of the specifications. Please take this opportunity to review any specifications utilized by your agency. If you have any suggested changes regarding the content of these specifications, please provide your proposed revisions by May 2, 2005 to Carla Wellborn at cwellbor@ohr.state.sc.us. Upon receipt of your suggestions, the Office of Human Resources will begin our review of all classification specifications.

We thank you in advance for your participation. If you have any questions regarding the specifications, please call your Human Resources Consultant at 737-0900.